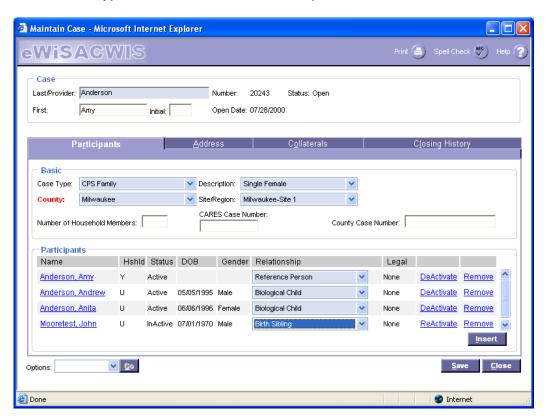
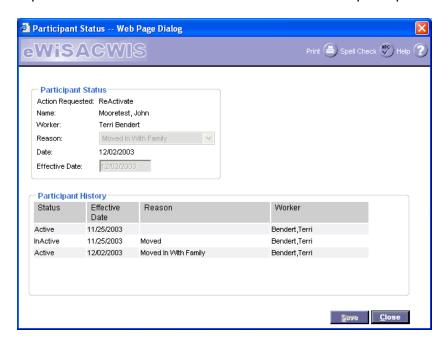
## **RE-ACTIVATING A PERSON**

- 1. Click on the Cases Expando to view cases.
- 2. Click on the hyperlink Case Name. This will open the Case Maintenance window.



- 3. Each case participant is listed on the bottom of the first tab on the Case Maintenance Window. Each person's relationship to the reference person is shown highlighted in blue under the Relationship Column. It may be necessary to use the scroll bar on the right of the screen to view all participants in the case.
- 4. If a participant has been Deactivated in the case, there will be a Reactivated hyperlink on the line regarding that participant, such as in the above screen shot, Mooretest, John is InActive.

5. Click on the ReActivate hyperlink and the Partipant Status window will open. The user will be required to enter an Effective Date to ReActivate the participant.



6. Click on the Save button and then Click on the Close button to return to the Case Maintenance window.